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25X1  
NO. 12/55

### SUMMARY OF PROCEEDINGS

### CLANDESTINE SERVICES TRAINING OFFICERS MEETING

8 April 1955

1. In developing the long-term schedule of courses, the Office of Training (OTR) has set 26 September as the tentative date for the first autumn

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3. It was agreed that OTR would schedule an August presentation of Operations Support.

4. OTR announced that the "Induction Course" for E.O.D. personnel has been renamed as "CIA Introduction." A similar program for DD/P returnees has been named CIA Review, and will be scheduled automatically in the processing of returnees to headquarters. It was agreed that the CIA Review should not be considered as a substitute for

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5. Chief, Assessment and Evaluation Staff, distributed memoranda to define:

- a) Procedures for Requesting A&E Staff Services
- b) Efficient Use of A&E Staff Testing Services.

In turn, Training Officers were asked to provide OTR with a list of supervisors authorized to receive information from A&E.

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8. The PP Training Officer will explore the feasibility of providing OTR with less sterilized versions of the Operational Aids. OTR also pointed out that the use of cases such as FBSUCCESS would have particular training value for the action cadre.
9.  25X1
- 10.
11. Chief, Basic School, is reviewing methods to improve the Briefing of Wives Program and will welcome suggestions from interested personnel. 25X1
12. It was announced that arrangements were being made with   to offer a 20-hour course in basic writing. The course will consist of 10 two-hour sessions on Fridays for 15 to 25 personnel per class. C/CSTC will determine DD/P requirements for enrollment.

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